

**FAIRFIELD TOWNSHIP  
ORGANIZATIONAL MEETING HELD JANUARY 10, 2023**

The Fairfield Township Trustees held an Organizational Meeting Tuesday, January 10, 2023, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Ms. Schultz 7:00 PM.

**ROLL CALL** – Fiscal Officer, Shelly Schultz

Trustee, Michael Berding	Present
Trustee, Shannon Hartkemeyer	Present
Trustee, Joe McAbee	Present

**INVOCATION:** Pastor Joe French, Indian Springs Church

**PLEDGE OF ALLEGIANCE**

**Mrs. Hartkemeyer** – I move to nominate Michael Berding as Chairperson for the Board of Trustees.

**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to appoint Michael Berding as Chairperson for the Board of Trustees.

All in favor.

**Mr. Berding** – I move to nominate Shannon Hartkemeyer as Vice-Chairperson for the Board of Trustees.

**Motion** made by Mr. McAbee, second by Mr. Berding to appoint Shannon Hartkemeyer as Chairperson for the Board of Trustees.

All in favor.

**Mr. Berding** – I move to appoint Shannon Hartkemeyer as EMA Advisory Council Member.

**Motion** made by Mr. Berding, second by Mr. McAbee to appoint 2023 EMA Advisory Council Member.

All in favor.

**Mr. Berding** – I move to appoint Tim Thomas, Matt Schumann, Katie Schumann, Joe McAbee and Shannon Hartkemeyer to 2023 Volunteer Firefighters’ Dependents Fund Board Members.

All in favor.

**Motion** made by Mr. Berding, second by Mr. McAbee to appoint 2023 Volunteer Firefighters Fund Board Members.

All in favor.

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**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt the most recent Roberts Rule of Order.

All in favor.

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES  
AS SET BY THE ORC #23-01

Resolution to approve the Fairfield Township trustee salaries as set by the ORC.

**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #23-01.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP FISCAL OFFICER  
SALARY AS SET BY THE ORC #23-02

Resolution to approve the Fairfield Township Fiscal Officer salary as set by the ORC.

**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #23-02.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE OF 65.5  
CENTS TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL REVENUE  
SERVICE, EFFECTIVE DATE JANUARY 1, 2023 #23-03

Resolution establishing mileage reimbursement rate of 65.5 cents to be based on rate established by The Internal Revenue Service, effective date January 1, 2023.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #23-03.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO AUTHORIZE THE DAILY PER DIEM RATE FOR MEALS TO  
BE SET AT A MAXIMUM OF \$50.00 PER DAY, EFFECTIVE DATE JANUARY 1,  
2023 #23-04

Resolution to authorize the daily per diem rate for meals to be set at a maximum of \$50.00 per day, effective date January 1, 2023.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #23-04.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

**FAIRFIELD TOWNSHIP  
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RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2023 REGULAR MEETING SCHEDULE FOR THE 2<sup>ND</sup> TUESDAY OF EACH MONTH, WITH EXCEPTIONS AS NEEDED, COMMENCING AT 7:00 PM, ATTACHED HEREIN AS EXHIBIT A #23-05

Resolution to set the Township Board of Trustees 2023 regular meeting schedule for the 2<sup>nd</sup> Tuesday of each month, with exceptions as needed, commencing at 7:00 pm, attached herein as exhibit a

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #23-05.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2023 ATTACHED AS EXHIBIT A #23-06

Resolution to set the Township Holiday Schedule for the year of 2023 attached as Exhibit A.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #23-06.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION ESTABLISHING AND APPROVING THE 2023 ZONING FEE SCHEDULE #23-07

Resolution establishing and approving the 2023 Zoning Fee Schedule.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #23-07.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$7,500.00 #23-08

Resolution to authorize the Administrator to execute all purchases and contracts for amounts equal to or less than \$7,500.00.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #23-08.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

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RESOLUTION TO AUTHORIZE THE DEPARTMENT HEADS TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$1,500 #23-09

Resolution to authorize the department heads to execute all purchases and contracts for amounts equal to or less than \$1,500.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #23-09.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS #23-10

Resolution to establish the Township competitive bidding process.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #23-10.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

RESOLUTION TO AUTHORIZE THE FISCAL OFFICER TO OPEN PURCHASE ORDERS FOR AMOUNTS NECESSARY FOR NORMAL EVERYDAY EXPENSES #23-11

Resolution to authorize the Fiscal Officer to open purchase orders for amounts necessary for normal everyday expenses.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #23-11.

YES – Mr. Berding, Mrs. Hartkemeyer, Mr. McAbee

**ADJOURNMENT**

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 7:14 PM.

All in favor.

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Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Michael Berding, Trustee Chairperson

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Shannon Hartkemeyer, Trustee Vice-Chairperson

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Joe McAbee, Trustee

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